Purpose:

The aim of this policy is to:

- Minimise the risk of Health and Safety issues occurring while children are in the care of the Gembrook Primary School OSHC Program.
- Educate families regarding the health and safety needs of children in the middle years of childhood.
- Ensure that staff members respond appropriately to the health and safety of children, initiating appropriate treatment.

Rationale:

Gembrook Primary School aims to promote a healthy and safe environment in which children will explore, grow and learn free from harm or danger. If an accident, incident, emergency or natural disaster occurs at the Service, the children and staff will be well practised in the required procedures to ensure as far as possible the safety and well being of each person present.

Scope:

The Children's Services Act 1996 and the Children's Services Regulations of 2009 requires Gembrook Primary School to implement policy that includes a management policy, practices, procedure, education and training to ensure the health and safety of children accessing the Out School Hours Care program.

Definitions:

OSHC – Outside School Hours Care

Protocol/Procedure:

Gembrook Primary School shall:

- Provide information regarding the Health & Safety policy.
- Provide information regarding the Infection Control policy.
- Provide information regarding community health issues via displays and pamphlets.

Families shall:

- Maintain a healthy environment by not bringing their child to the service if they are ill or have an infectious disease.
- Be notified if their child becomes unwell whilst at the service and asked to collect the child. The child will be made comfortable and kept under observation until collected.
Collect unwell children within one hour. It is the responsibility of the families to ensure emergency contact details are current and authorised persons are identified and available.

Understand that if the condition of their child is a contagious illness, the child (and possible contacts) must be absent from the service for the prescribed exclusion period identified in the Minimum Period of Exclusion from School and Children's Services Centre for Infectious Diseases Cases and Contacts (regulation 13/14 of Health Regulation 2001- schedule 6).

Understand that the service may request a doctor's clearance for any continued illness.

Staff shall:

- Ensure the child is comfortable and being monitored if unwell.
- Contact families/guardians or emergency contacts to collect child.
- Record symptoms of the illness and request parents to sign on arrival.

Accidents

Gembrook Primary School OSHC shall:

- Supply a fully equipped and updated first aid kit which is out of reach of children but easily accessed by staff.
- Supervise children at all times.
- When an accident occurs at the service the staff will:
  - Assess the injury.
  - Assess if parent/guardian needs to be informed immediately.
  - Call an ambulance if required.
- Inform families/guardians and the OSHC Coordinater verbally and by completing an incident report form of any incident that occurs within the service.
- Ensure that their First Aid and CPR qualifications are current at all times.
- Regularly check and maintain first aid kits.
- Have a staff member that holds a current first aid and CPR qualification on duty at the service at all times.
- Be responsible for the upkeep of First Aid Kits and will review medication and accidents reports.
- Display emergency telephone numbers.
- Keep a cold pack in the freezer for treatment of bruises and sprains.

For a minor injury staff shall:

- Attend to the injured child and apply first aid.
- Check that no one has come into contact with the injured child's bodily fluids and follow procedure.
- Contact families/guardians in regards to any injury related to the head.
- Inform families of the accident if the parent/guardian is not contacted at the time of the accident.

For a serious injury that requires more than first aid, staff shall:
- Attend to the child and apply first aid to stabilise the child until expert assistance is available.
- Inform the Coordinator immediately and/or notify families immediately and make arrangements for the child to be collected as soon as possible and/or call an ambulance.
- In accordance with Children's Services Regulations, authorise the removal of a child requiring medical, hospital or ambulance care from the premises without the family consent.
- Where an ambulance is called and the family/guardians have not arrived, determine who will accompany the child to hospital. Staff child ratios must be maintained at the service.

Families shall:

- Provide written authority (included in the enrolment form) for staff of the service to seek medical attention for their child if required.
- Incur any cost in seeking medical attention for a child eg: ambulance while in service care.

**Illness Records/Accident and Reporting**

Gembrook Primary School OSHC staff shall:

- Record all illnesses and accidents and treatment given at the service in the Accident/Illness and Injury Record Sheet. Ensure the form is signed by the parent and duplicated for records.
- Notify the regional Department of Education and Early Childhood Development office as soon as practicable and will complete the Accident, Injury and Illness Record (Appendix 6 Children's Services Licensees Handbook). This will be forwarded to the relevant regional DHS office within 48 hours.

Families shall:

- If they feel the need to have their child checked over by a doctor after an accident that has occurred at the centre, inform staff of their intentions. A report outlining the accident is then required to be submitted to Department of Education and Early Childhood Development by the service.

**Medication**

Gembrook Primary School Hours Care shall:

- Provide a secure but accessible place for medication to be stored.
- Inform families of the Health Policy.
- Provide information regarding community health issues via displays and pamphlets.
- Ensure a qualified staff member only administers medication.
- Only administer medication to the child named on the original label.
- Record all information and medication administered in the medication book.
- Under no circumstances, change dosage instructions without medical authorisation.
- Ensure the dosage of the medication administered is checked by a person other than the person administering
Families shall:

- Inform the service of any illness or allergies requiring medication or other specific treatment whilst in care.
- Advise OSHC if children are receiving medication at home but not at the Centre, the nature of the medication and its purpose and of any possible side effects it may have for the child.
- Give medication directly to the staff member and not leave it in the child's bag.
- Ensure medication is authorised by the person whose name is recorded in the child's enrolment record as being authorised to request or permit the administration of medication to the child and has given a written request or permission to administer the medication and the medication is administered from its original container bearing the original label and instructions and before the expiry or use by date.
- Ensure the medication dosage instructions provide the date, time or specific conditions under which administration is to occur.
- Under no circumstances, change dosage instructions without medical authorisation.
- Understand that multiple medications will only be given with a doctor's authorisation.

**Immunisation**

**Gembrook Primary School OSHC shall:**

- Provide information regarding immunisation.

**Families shall:**

- Provide current immunisation status of their child when completing enrolment form.
- Notify the service when their child has received further immunisation.
- Understand that children who are not immunised will be excluded from the centre during outbreaks of some infectious diseases.

**Related Policy**

NA

**References/Legislation**

- *Staying Healthy in Child Care* by National Health and Medical Research Council
- *National Regulations, 2011*: reg. 85, 86, 87, 88, 89, 90, 93, 92, 94, 95, 176(1, 2); 162, 168 (1, 2b,c,d)
- *Guide to the National Quality Standard*: elements 2.1.2, 2.1.4, 2.3.1, 2.3.2
- *National Regulations*: regulations 168 (2.e); 168 (2.a)
- Immunisation Register: [www.acir.gov.au.PI-I](http://www.acir.gov.au.PI-I); 1800 653 809
- Royal Children's Hospital: [www.rch.org.au](http://www.rch.org.au)
- Royal Children's Hospital: [www.rch.org.au/ecconnections](http://www.rch.org.au/ecconnections)
Policy History:

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